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Services and Public
Administration Utilities Service Washington, DC 20406

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Members, Interagency Committee for Travel Management

Enclosed for your information is a copy of the agenda, attendance list, and minutes of the Interagency Committee for Travel Management meeting convened by the General Services Administration on November 16, 1982. Please telephone the GSA attendees shown if you have additional questions.

Sincerely yours,

IVAN MICHAEL SCHAEFFER
Director of Transportation
Office of Personal Property

3 Enclosures

cc:
Assistant Secretaries/Executive Directors

83-0117



General Services Administration
Transportation and Public Utilities Service
Washington, DC 20406

MEMBERS, INTERAGENCY COMMITTEE ON TRAVEL MANAGEMENT

As the Chairman of the Interagency Committee on Travel Management, I cordially invite you to attend our next committee meeting on November 16, 1982.

The Committee will meet at 10:00 a.m. in the auditorium at the General Services Administration's National Capitol Region Building, 7th and D Streets, SW., Washington, D.C., for the purpose of reviewing and discussing the following items:

1. Reorganization changes resulting from the dissolution of the Transportation and Public Utilities Service and the transfer of functions to the Office of Personal Property;
2. Revised relocation allowances contained in GSA Bulletin FPMR A-40, Supplement 4, to the Federal Travel Regulations (FTR);
3. Additional proposed changes to the FTR;
4. Memorandum of Understanding between the Department of Defense, the Department of State, and the General Services Administration (GSA) concerning establishing per diem rates and high rate geographical area rates;
5. Current changes to the city-pair contracts and routes;
6. A proposed GSA express small package solicitation;
7. Proposed legislation to reform current relocation reimbursement policies;
8. Subsistence and privately owned vehicle cost studies;
9. Changes to our renewal agreement, travel entitlements--Alaska and Hawaii; and
10. Automation of traffic management data.

Should you have questions concerning this interagency meeting, please contact Ms. Audrey Rish or Mr. John Millington on 557-7589.

Sincerely yours,

IVAN MICHAEL SCHAEFFER
Director of Transportation
Office of Personal Property

cc:
Assistant Secretaries ^{and} Executive Directors

ATTENDEES

<u>Agency</u>	<u>Names</u>
1. Agriculture, Department of	Mary Andrasco
2. Central Intelligence Agency	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
3. Commerce, Department of	Joe Haldeman
4. Defense, Department of	W. F. Coakley
5. Education, Department of	Larry Miller
6. Energy, Department of	Connie Hanson
	Virginia Mass
7. Environmental Protection Agency	Mamie Walker
8. Farm Credit Administration	Victor L. Summers
9. Federal Emergency Management Agency	P. Ann Clark
	Pauline Drury
10. General Accounting Office	Emily Rome
	Glenda Wilson
11. General Services Administration	William McDade (Chairman)
Mr. William McDade Director, Policy Development and Analysis Division 557-1253	Joseph M. Napoli
	Maria Walters
Mr. John Millington Chief, Transportation Regulations Branch 557-1256	Jim Hannan
	Virginia Coley
Ms. Audrey Rish Chief, Travel Regulations Branch 557-1253	Maryll Marsh
	Jim Smith
Mr. Sean Allan Director, Program Development and Evaluation Division 557-1261	John Tackett
	Joe Cosimano
Mr. Dan Carro Chief, Transportation Programs Branch 557-1261	Paul Tallman
	Lewis H. Beall
Ms. Phyllis Hickman Acting Chief, Travel Programs Branch 557-1261	P. H. Hall

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<u>Agency</u>	<u>Names</u>
11. General Services Administration	Ray Price Richard Sturdy Vic Workman
12. Health and Human Services, Department of	Richard Carlson
13. Housing and Urban Development, Department of	Delores Smith
14. Information Agency, U.S.	Patricia C. Vogd
15. Interior, Department of the	Lee Hiller Les Oden
16. Internal Revenue Service	Mary Wills
17. Justice, Department of	Ruth Hill R. Karas
18. Labor, Department of	Bob Muhawieh L. Jarl
19. National Endowment for the Humanities	Lendra Markman Robert Stack
20. National Labor Relations Board	John Watson R. Mohaw
21. National Oceanic and Atmospheric Administration	Jean Wood Pete Grimm
22. National Science Foundation	Sean Thomas
23. Nuclear Regulatory Commission	Thelma Frasier Millie Lamastra

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<u>Agency</u>	<u>Names</u>
24. Personnel Management, Office of	C. Stowel
25. Postal Service, U.S.	Doris R. Sloan
26. Securities and Exchange Commission	Mary Gayle Maddox
27. Small Business Administration	Don Cheatham
28. Smithsonian Institution	Ann Krafthofer
	Joyce O. McKinney
29. State, Department of	Warren Nixon
	Richard A. Bienvenue
30. Transportation, Department of	R. W. Gordon
31. Treasury, Department of	Elizabeth Tackowich
	Rosemary Meya
32. Bureau of the Public Debt	Lori Morgan
	Mary Bodrick
33. Comptroller of the Currency Office of (Treasury)	Christine Dorey
34. U.S. Secret Service	Tom McGovern

Minutes of the Interagency Committee on Travel
Management Meeting

The General Services Administration (GSA) convened the first Interagency Travel Management Committee meeting for fiscal year 1983 on November 16, 1982, at 10:00 a.m. in the GSA Regional Office Auditorium, 7th and D Streets, SW., Washington, D.C. The meeting was chaired by Mr. William McDade, Director, Policy Development and Analysis Division, Office of Personal Property, acting for Mr. Ivan Michael Schaeffer, Committee Chairman. Sixty-four members representing 33 agencies attended.

After brief introductory remarks, the following agenda items were discussed:

- Item 1. GSA Reorganization: The Transportation and Public Utilities Service (TPUS) was abolished September 28, 1982. TPUS transportation and automotive management staffs were transferred to the new Office of Personal Property (OPP), located in Crystal Mall, Building 4, 1941 Jefferson Davis Highway, Arlington, VA 20406. Ivan Michael Schaeffer, formerly Assistant Commissioner for Transportation and Travel Management, TPUS, has been designated Director of Transportation, OPP. New OPP office names, room numbers and telephone numbers were provided to all attendees.

Mr. McDade introduced Mr. Victor Workman who discussed the city-pair contract program.

- Item 5. Current changes to city-pair contracts: Mr. Workman informed the attendees that the new airline contract period is October 1, 1982 through June 30, 1983, covering 437 city-pairs and 22 carriers. One carrier, Altair, has recently declared bankruptcy and although this will affect 12 city-pairs, GSA expects that another carrier will be able to pick-up these routes. With the exception of United Air Lines, all major air carriers are now participating in GSA's city-pair contract program.

GSA currently prints 40,000 copies of the Federal Travel Directory in connection with this program. The first issue which was printed in April 1981 consisted of 12,000 copies. For further information on the directory, please contact Marlene Sherman at 557-1264. Attendees were requested to address the envelopes provided in order to receive a complete listing of the current city-pair contracts.

Mr. McDade announced that a new version of the Federal Hotel/Motel Discount Directory would be issued around the first of the year covering 2,200 establishments in more than 800 cities.

- Item 10. Automation of traffic management data: Dan Carro, Chief, Transportation Programs Branch, discussed this agenda item. GSA has been exploring

the feasibility of automating Government freight traffic and transportation data and has initiated two study groups: (1) a GSA group is reviewing traffic controlled by GSA and (2) a civilian agency group, chaired by GSA, which is exploring individual agency traffic.

The GSA group conducted a statistical sampling survey of GSA ratings and routings. Although data is still being compiled and reviewed, preliminary analyses revealed 48,000 freight routings during fiscal year 1982 with no high volume repetitive traffic patterns. Prior to the survey, it was generally believed that most Government freight traffic moved over a few repetitive routes. The survey showed that the top 48 routes, based on numbers of requests and total weight, constituted only 10% of the requests and 9% of the weight. In addition to the survey, GSA has been spending a considerable amount of time with vendors and shippers to ascertain the type of software and distribution procedures that are being used or are available for use. The civil agency group has been receiving input from the GSA group and has been exploring potential automated applications within their respective agencies.

Although the study groups are still reviewing information and probably will continue to do so for several more months, GSA plans to automate a part of its total routings by June 1983 and to expand this automated routing system by October 1983. GSA will probably use a standardized Government form to request information, e.g., the Uniform Tender, Optional Form 280, adapted for optical scanner use. A main goal is to have the carrier industry complete a pricing and service document that GSA can enter directly into the computer which will edit, verify, approve the document, and store the data based on established criteria. GSA's ultimate aim is to have an automated system that will respond to civil agencies' requests and will provide rate and route responses in a matter of hours with 100% accuracy.

- Item 2. Revised relocation allowances: As the result of a 2-year effort, GSA has succeeded in publishing new regulations concerning employee relocation allowances. These regulations, published in the FEDERAL REGISTER on October 1, 1982, offer immediate improvement in alleviating the financial hardships of relocating employees by raising several of the incremental allowances. GSA is also involved in a major effort aimed at creating long range improvement in relocation policy and reimbursement methodology. Legislation is being drafted that will provide flexibility to address the concerns of Federal agencies and the relocating employee. The new approach will establish basic levels of entitlement for all employees who relocate under agency authorization with an additional relocation allowance to be determined on an individual basis by the employing agency and the employee. This approach will provide greater management flexibility in meeting the Government's employment needs, while at the same time placing the cost accountability where it should be, at the agency level. We will keep the committee advised of the progress of this GSA initiative.

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- Item 3. Additional proposed changes to the FTR: In addition to the relocation changes mentioned, there are a number of additional changes that are in process for Supplement 5 of the FTR: a) Changing the requirement for travelers to use GSA motor pool vehicles as first priority to a requirement that the first choice will be GSA contract rental vehicles; b) adding a penalty clause concerning non-use of contract city-pair fares whereby, in certain instances, employees will be liable for the difference between the contract fare and the non-contract fare used; c) deleting the requirement to use AMTRAK; d) stressing the employee's responsibility in the process of seeking ticket refunds; e) adding the OPM regulations on extended travel for training assignments; f) including additional examples for use of actual subsistence reimbursement basis in unusual circumstances; g) increasing the \$15 limit for expense receipts to \$25; h) increasing the emphasis placed on the Fly America Act; and i) adding a provision inadvertently omitted in supplement 4 to increase the time allowed for storage of household goods from 60 to 90 days (FTR 2-8.6c).

Supplement 6 will contain the cost studies concerning HRGA's and POV's. Details of the cost studies cannot be discussed, however, until the studies are finished and consultation with employee unions and the designated Federal agencies is completed.

- Item 4. Memorandum of Understanding between the Department of Defense, the Department of State, and GSA concerning the establishment of rates for per diem and high rate geographical areas: This memorandum, in effect, ratified a de facto agreement which had been in effect for some time. It was also part of the Interagency Travel Management Improvement Project (ITMIP) recommendations. Signing should take place in January 1983.

- Item 9. Changes to tour renewal agreement travel entitlements - Alaska and Hawaii: Tour renewal will no longer be an automatic entitlement insofar as Alaska and Hawaii are concerned. Basically this change requires that the agencies must certify that tour renewal travel for any particular employee category is necessary for recruitment or retention reasons before entitlement may be extended.

GSA is preparing a change to the FTR which will bring the regulations into conformance with the recent statutory change. Members are requested to send comments as to the effect a tour renewal agreement has on their agency concerning the retention of present employees or the recruitment of new employees. Comments should be mailed to:

General Services Administration
Office of Personal Property
Office of Transportation (YT)
Washington, DC 20406

Questions and answers:

There were several questions concerning the reporting requirement contained in the FPMR Temporary Regulation A-22 on the use of contract airline services between selected city-pairs. This reporting requirement was subsequently rescinded and the questions related to this subject are, therefore, not shown.

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Q. Has the team exploring the feasibility of automating transportation data produced any information on automating travel data?

A. The discussion today strictly concerned freight data; however, the use of automated travel management reports is a major component in GSA's Comprehensive Travel Management Center Program. We have found that it is difficult to coordinate a reporting system because of the varying methods used by travel agents, SATO's and individual agency travel offices. We are working, in conjunction with OMB and DOD, on a standard format for a travel management reporting system for use Government-wide.

Q. What is the status of per diem changes?

A. GSA has submitted draft legislation to OMB for consideration. This legislation would provide locality based, flat-rate per diem methodology. OMB is still studying the proposal and has requested agencies' comments.

Q. When will Supplement 4 to the FTR be published?

A. It is at GPO for printing, but has been delayed because of printing backlogs. (Supplement 4 was subsequently printed and distributed in mid-December 1982.)